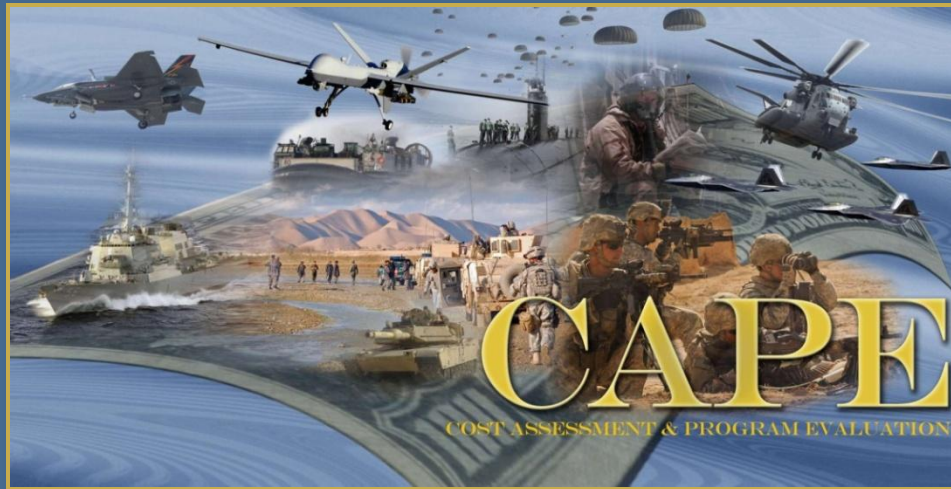


Defense Cost and Research Center

CSDR Submit-Review Website
Submitter Guide

1/20/2013





Submitter Training

OSD CAFE

- The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the CSDR-SR system:
 - Obtaining an ECA Certificate
 - Requesting a DCARC account
 - Contract Request
 - Uploading Documents
 - Viewing CSDR Plans

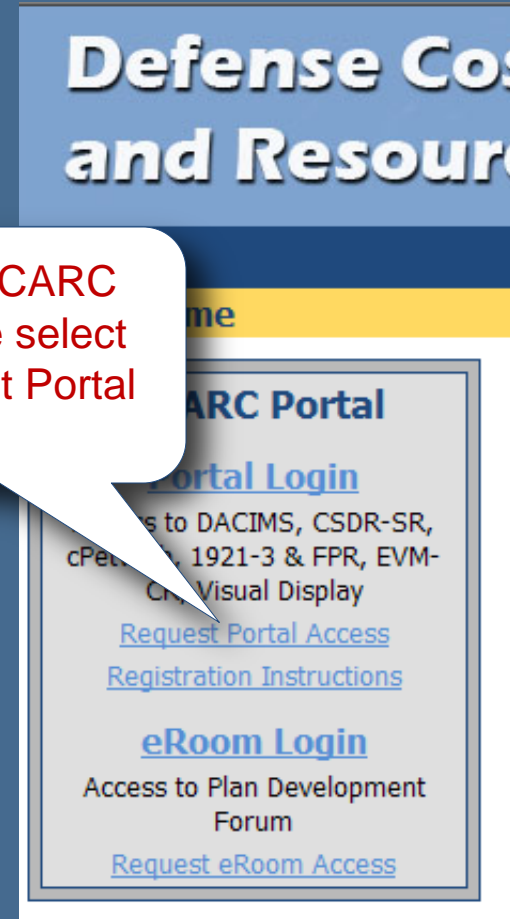


Requesting a DCARC Account

OSD CAPE/DCARC

- <http://dcarc.cape.osd.mil>
To request a DCARC Portal account, select the Request Portal Access link.
- If you already have a DCARC Portal account, you do not need to register for a new account. Please contact DCARCSupport@Tecolote.com for assistance.

From the DCARC Home page select the Request Portal Access link





ECA Certificate

OSD CAFE

- Before you will be able to request access to the DCARC Portal you will first need to have a valid CAC or ECA Certificate.
- The type of ECA certificate required is a Medium Token Assurance Identity Certificate.
- To locate approved certificate vendors please visit the ECA PKI Program Website at <http://iase.disa.mil/pki/eca/index.html>



Requesting an Account

OSD CAPE/DCARC

- Select the Register Here link.
- When completing the account request form, request the CSDR-SR Submitter role.

For Official Use Only
When this document is printed, it needs to be stamped top and bottom with the appropriate classification.

Login

Welcome to DCARC

Login

Username:

Password:

Login

Not already registered? [Register here.](#)

Forgot your password? [Click here.](#)

Click here to begin



Logging into CSDR-SR System

OSD CAPE/DCARC

- After logging in, select the CSDR-SR link.
- If you have an EVM-CR account and did not have to request a new account, select the Request Application Roles link to add the CSDR-SR Submitter role to your account.

Home | Contact Us

Knowledge Portal Home

Select the CSDR-SR link

DCARC Applications

- [cPet Web](#) - CSDR Planning and Execution Tool
- [CSDR-SR](#) - Submit & Review of 1921, 1921-1, 1921-2, 2630-1, 2630-2, 2630-3, CCDR, SRDR, & CWBS
- [1921-3 & FPR](#) - Submit & Review of 1921-3 & FPR
- [EVM](#) - Submit & Review of CPR, CFSR, & IMS

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request a new contract be added to the portal](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)



Logging into CSDR-SR System

OSD CAPE/DCARC


- Select the Upload Home tab to continue.


DCARC Home | Contact Us | CSDR S-R Home | **Upload Home**


Welcome to CSDR S-R

Select Upload Home to Continue

User Guides

 [Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

 [Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.





Contract Request

OSD CAPE

- To be added to a contract first select the Upload Home tab
- Next select the Contract Request tab on the Upload Home Page
- Enter the contract number and select the Send Request button

The screenshot shows the CSDR S-R Home page. The top navigation bar includes links for DCARC Home, Contact Us, CSDR S-R Home, Upload Home, and Help. A callout bubble points to the 'Upload Home' link with the text 'Select Upload Home'. Below the navigation bar, the page is titled 'Welcome to CSDR S-R'. There is a 'User Guides' section with links for 'Reviewer Guide' and 'Submitter Guide'. On the right, there is a large image of a fighter jet. Below the main content area, there is a section titled 'Upload Home' with the subtitle '(** CSDR Data Only, No EVM Data **)' and a sub-navigation bar with tabs for 'Submission Events', 'Assigned Contracts', 'Submissions in Progress', 'Rejected Submissions', 'Submission History', and 'Contract Request'. A callout bubble points to the 'Contract Request' tab with the text 'Select Contract Request'. Below the sub-navigation bar, there is a form with the text 'Please enter the contract number of the request. After sending the request, the appro request and act accordingly.' and two input fields for 'Contract Number' and 'Plan Number'. A 'Send Request' button is located below the input fields. A callout bubble points to the 'Send Request' button with the text 'Enter Contract Number and Send Request'.

Enter Contract Number
and Send Request

Select
Contract Request



Uploading Reports

OSD CAPE/DCARC

Upload Home

(*** CSDR Data Only, No EVM Data ***)

[Submission Events](#)
[Assigned Contracts](#)
[Submissions in Progress](#)
[Rejected Submissions](#)
[Submission History](#)
[Contract Request](#)

Upload event

Submission Events

Date Range: Program:

Submission Stage: Contract:

| Event Name | Expected Files | Expected As Of Date | Expected Submission Date | Prime Contract Number | Task | Plan Number | Program Name | Submission ID | Submission Status | Submission Stage | In Progress | |
|---------------------------|----------------|---------------------|--------------------------|-------------------------------|------|----------------|-------------------------|---------------|-------------------|------------------|-------------|------------------------|
| Example | 1921 | 8/31/2010 | 9/30/2010 | N0000-00-1234 | | AF-05-L-C5 | Example for Screen Shot | | | | | Upload |
| Example 2 | 1921 | 8/31/2010 | 9/30/2010 | N0000-00-1234 | | AF-05-L-C5 (R) | Example for Screen Shot | | | | | Upload |

- From Upload Home Select the upload option on the right side of the table to begin uploading files for a given submission event as shown above.
- If you have submissions due within the next 60 days that are not showing up, please contact the Lead Reviewer from your government Program Office



Uploading Reports

OSD CAPE/DCARC

- Enter the As Of Date for the data being submitted.
- Confirm that your point of contact information is correct and enter any desired comments.
- Select the Next button to continue to the file upload screen.

Upload Submission

[Back](#) | [Cancel Submission](#)

[Instructions](#)

Enter an As Of Date, Name, Phone, and Email address and press button to continue.

| | | | |
|-------|--------|-------|---------------|
| Prog: | Sample | Ctr#: | N0000-00-1234 |
| Ctr: | | Sub: | |

Submission Info

| | |
|---|---|
| Program Name: Sample Contract Number: N0000-00-1234 Sub Contract Number: Military Handbook: AIRCRAFT Weapon System Type: Air Surface | Contract Information Program URI: urn:us:mil:osd:acq:cars:pno-185 Contractor Name: Sub Contractor Name: Service: AIR FORCE Contract Type: CPAF |
|---|---|

Submission Event

| | |
|---------------------------|-----------|
| Plan Number: | AF-05-L-C |
| Submission Event: | Example |
| Expected Files: | 1921 |
| Expected As Of Date: | 8/31/2010 |
| Expected Submission Date: | 9/30/2010 |

Submission Details

| | |
|----------------|-----------|
| As Of Date: | 8/31/2010 |
| Comment: | |
| (Max 256 chr.) | |

Point of Contact Information

| | |
|--------|--------------------------|
| Name: | Sub Mitter |
| Phone: | 253-777-7115 |
| Fax: | |
| Email: | csdrsubmitter@tecolote.c |

[Make Default POC](#)

[Next](#)

Enter an As Of Date, Name, Phone, and Email address and press the 'Next' button to continue.

10



Uploading Reports

OSD CAPE/DCARC

- Browse to select the file, select a file type, enter any desired comments, and select “upload” for each file to be uploaded

Upload Submission

[Back](#) | [Cancel Submission](#)

Step 2 of 4

Instructions
Upload the required files for this Submission Event and specify the appropriate file types you want to validate a 1921 or 1921-1 document, you must upload an xls, xlsx, or xml file. If all the required files are attached, you may press 'Next' to continue.

Prog: Sample Program Ctr#: N0000-00-1234
Ctr: Sub:

[Submission Info](#) **Files**

Required Files
1921
[Select a file to Upload](#)
Caution: The total size of each file must be less than 30 mb.

C:\Documents and Settings\dbuck\Desl [Browse...](#) 1921 ☒ File Comment: 1921 for Screen shot [Upload](#)

[Back](#) Upload the required files for this Submission Event and specify the appropriate file types. Note: If you want to validate a 1921 or 1921-1 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

Speech bubble annotations:

- Browse for file (points to the file path and browse button)
- Select file Type (points to the file type dropdown menu)
- Add comments and select Upload (points to the file comment and upload button)

Uploading Reports

OSD CAPE/DCARC

- Select the Validation tab when you are finished adding files.

Upload Submission

[Back](#) | [Cancel Submission](#)

Step 2 of 4

[Instructions](#)

Upload the required files for this Submission Event and specify the appropriate file types. Note you want to validate a 1921 or 1921-1 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.

| | | | |
|-------|--------|-------|---------------|
| Prog: | Sample | Ctr#: | N0000-00-1234 |
| Ctr: | | Sub: | |

[Submission Info](#)
[Files](#)
[Validation](#)
[Review & Submit](#)

Unclassified Documents Only

[Required Files](#)

1921

[Select a file to Upload](#)

Caution: The total size of each file must be less than 30 mb.

Please select a File Type. v

File Comment:

[Uploaded Files](#)

| | File Name | File Type | File Comment | Actions |
|--|---|-----------|----------------------|---------|
| | L23 CCDD Submittal 1921.xls | 1921 | 1921 for Screen shot | |
| | 20070425 Lot 23 Contract Plan AF-05-L-C4(R).xls | Other | screen shot | |

[Back](#)
[Next](#)

Upload the required files for this Submission Event and specify the appropriate file types. Note: If you want to validate a 1921 or 1921-1 document, you must upload an xls, xlsx, or xml file. After all the required files are attached, you may press 'Next' to continue.



Uploading Reports

OSD CAPE/DCARC

- The validation option only applies to submissions that contain the 1921/1921-1 reports.
- Validation of cost reports prior to submission is not required at this time but highly recommended.
- After you have verified that your submission passes validation to your satisfaction, click Next to continue to the Review & Submit tab to complete your submission.

Upload Submission

[Back](#) | [Cancel Submission](#)

Step 3 of 4

[Instructions](#)
Select a 1921 or a 1921 and 1921-1 pair and the corresponding contract plan and press validate to check the Submission files

| | |
|------------------|---------------------|
| Prog: Sample | Ctr#: N0000-00-1234 |
| Ctr: xyz Company | Sub: |

[Submission Info](#) | [Files](#) | **Validation** | [Review & Submit](#)

Select Validation Options

1921

1921-1

Contract Plan Number

Submission Event

Submission Event Number: 4

Submission Event Name: Example

Assigned Plan Number: AF-05-L-C5

Working Files

| | File Name | File Type | Created Date | User | |
|--|-----------|-----------|------------------------|----------------|--|
| | XMLValida | n Results | 10/21/2011 11:50:11 AM | CSDR Submitter | |

The DCARC valid 2007 documents.

[Back](#) [Next](#)

Select a 1921 or a 1921 and 1921-1 pair and the corresponding contract plan and pre

Select Next to
continue

Uploading Reports

OSD CAPE/DCARC

Upload Submission

[Back](#) | [Cancel Submission](#)

Step 4 of 4: Final Step

[Instructions](#)
 Review the Submission inputs and Submission warnings. Press the **Submit** button at the bottom of the page to complete this Submission.

| | |
|------------------|---------------------|
| Prog: Sample | Ctr#: N0000-00-1234 |
| Ctr: XYZ Company | Sub: |

[Submission Info](#)
[Files](#)
[Validation](#)
[Review & Submit](#)

Contract Information

| | |
|---|---|
| Program Name: Sample | Program URI: urn:us:mil:osd:acq:cars:pno-185 |
| Contract Number: N0000-00-1234 | Contractor Name: . xyz Company |
| Sub Contract Number: | Sub Contractor Name: |
| Military Handbook: AIRCRAFT | Service: AIR FORCE |
| Weapon System Type: | Contract Type: CPAF |

[Submission Event](#)
 Plan Number: AF-05-L-C5
 Selected Event Example
 Expected Files: 1921
 Expected As Of Date 8/31/2010
 Expected Submission Date 9/30/2010

[Submission Details](#)
 As Of Date: 8/31/2010
 Comment:

[Point of Contact Information](#)
 Name: Sub Mitter
 Phone: 253-777-7115
 Fax:
 Email csdrssubmitter@tecolote.com

Uploaded Files

| | File Name | File Type | File Comment |
|--|---|-----------|----------------------|
| | L23 CCDR Submittal 1921.xls | 1921 | 1921 for Screen shot |
| | 20070425_20070425 Contract Plan AF-05-L-C4(R).xls | Other | screen shot |

[Submission Warnings \(Not included\)](#)
 All required files are present.

Select Submit to complete submission upload

[Back](#) | [Submit](#)

Review the Submission inputs and Submission warnings. Press the 'Submit' button at the bottom of the page to complete this Submission.

- If all files to be uploaded are shown and the rest of the information presented is correct, select the Submit button to complete your submission.

The submission was successfully submitted, thank you.

Ok



Viewing CSDR Plans

OSD CAPE

Viewing CSDR Plans For Your Assigned Contracts



Viewing CSDR Plans

OSD CAPE

- To access the CSDR plans the DCARC has on file for your contracts you must access the Contract Detail screen for each contract.
- You can access the Contract Detail screen by clicking on the contract number on any screen where it is hyperlinked

Upload Home
(*** CSDR Data)

[Submission Events](#) [Rejected Submissions](#) [Submission History](#)

Currently Assigned Contracts

| <u>Prime Contract Number</u> | <u>Contract Numbers</u> | <u>Program Name</u> | <u>Program Manager</u> | <u>Contractor</u> | <u>Contractor Division</u> |
|----------------------------------|-------------------------|---------------------|------------------------|----------------------------------|----------------------------|
| N0000-00-N-0000 | 00000-02 | Example | Unknown | Prime: DCARC Corporation Sub: | Prime: N/A Sub: |
| FA8611-06-C-XXXX | | | | | |

Click the contract number to access Contract Detail for your assigned contracts.

- The most straight forward method of viewing all the contracts you have access to is via the Assigned Contracts tab from the Upload Home screen.



Viewing CSDR Plans

OSD CAPE

- From the Contract Detail screen select the Contract Tasks/Plans tab.

Contract Detail

Prog: Sample

Ctr: xyz company

Ctr#: N0000-00-1234

Sub:

Select to view plans

Contract Summary

Reviewers & Submitters

Contract Tasks/Plans

Submission Events

Received Submissions

Contract Summary:

Program Name:

Sample for screen shot

Program URI:

urn:us:mil:osd:acq:cars:pno-369

Program Manager:

Sponge Bob

Contract Number:

N0000-00-1234

Contractor Name:

xyz company

Contractor Division:

N/A

Sub Contract Number:

Sub Contractor Name:

Sub Contractor Division:

Military Handbook:

SPACE, MISSILES, MUNITIONS

Service:

AIR FORCE

Prime/Sub:

Prime

Weapon System Type:

Helicopter

Contract Type:

CPAF



Viewing CSDR Plans

OSD CAPE

- Selecting View will allow you to access both the XML and Excel version of the CSDR plans that are currently on file.

Contract Detail

| | | |
|------|-------------|--------------------|
| Prog | Sample | Ctr#:N0000-00-1234 |
| Ctr | xyz company | Sub: |

[Contract Summary](#) [Reviewers & Submitters](#) **Contract Tasks/Plans** [Subm](#)

Contract Tasks/Plans

| Contract Task | Plan Number | Phase | Model | Effort | Contract P |
|---------------|---------------|-------|-------|--------|----------------------|
| | AF-05-L-C4(R) | DEV | AIR | Sub | View |

Select to view Plans